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Alb

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Mr. [unclear] [unclear]

Mr. [unclear] [unclear]

Fairly all

and it was [unclear]

2500

our Bell

Joe Freeman, San Antonio, Tex. Aug. 24, 1912.

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New Modern Shorthand

A Complete Manual of Amanuensis,
Court and Verbatim
Reporting

BY
THE MODERN PUBLISHING COMPANY

Price \$2.00

SECOND EDITION

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PREFACE.

Modern Shorthand is the result of years of study and careful attention to the details of the subject. The experience gleaned from my former efforts with other systems of shorthand has been of inestimable assistance to me in perfecting this one, which I take much pleasure, pride and satisfaction in presenting to the public strictly upon its merits.

This system not only meets every requirement of the amanuensis, but is especially designed for those aspiring to court and verbatim reporting.













In my determination to perfect a system of shorthand which would unquestionably meet the critical demands of this twentieth century, I have given my best energies and bent every effort toward making Modern Shorthand adequate for the requirements of the student of ordinary ability, as well as of those desiring to reach the topmost rung of the stenographic ladder, where there is always room. To this end I have endeavored to eliminate many of the weaknesses of other systems, introducing new and valuable points, which are, in part, obtuse angles, shading and position reduced to a minimum; a means of vocalization by which to determine with absolute definiteness the different sounds of the vowels and diphthongs; curves, circles and forward movements predominating; all coalescents definitely distinguished; initial and final vowels expressed; and but little variation from the line of writing.













I believe that Modern Shorthand answers the question "What should constitute the best system of shorthand" in that it is more easily acquired, has far superior reading power, and greater speed capacity than any other system of shorthand now in use.









In conclusion I wish to express my heartfelt gratitude to my friends for their valuable assistance and encouragement, which have been a great aid and inspiration to me in developing Modern Shorthand.

THE AUTHOR.

The Alphabet of Modern Shorthand

A	B	C	D	E	F	G	H	I	J	K	L	M
												

N	O	P	Q	R	S	T	U	V	W	X	Y-LY
											

Z	CH	SH	WH	TH	TW-DW	SES	MP-LB
							

FIRST LESSON.

1. The student should become thoroly familiar with each section of these lessons as given, before proceeding. Thruout the course he should practice all shorthand forms until he can write them readily, without hesitation, before taking up the next lesson.

2. In practicing the alphabet the student should be very careful as to the length of the strokes. It would be well to adopt the proportions given in this manual.

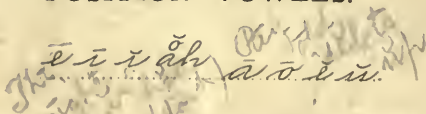
Upward Strokes. Strokes Written Up or Down.

L	Q	R	CH	K	S	SES	X	C	Z
									

3. The hook forming a part of "Q" is large.

4. Strokes "S" and "K" are written up when written alone and when they will make good joining with the character to which they are attached.

POSITION VOWELS.









5. These positions will hereafter be known as the *first* and *second* positions, respectively.




6. The position vowel is always read after the stroke, which is written above and not touching the line for the *first* position; above and touching the line, the *second* position.




7. To express "S" at the beginning of words use the stroke.




8. Only the sounded letters of a word are written, all-silent ones being omitted.




six  leak  ray 




lease  kick  lace 




quick  cake  cheese 




chess  cheek  like 


lay  seize  low 




seek  says  so 




check  cease  cases 




less  row  chase 

see  leach  case 

lies  lea  sake 

chill  keys  coax 

sigh  lake  kiss 

say  soak  luck 



PUNCTUATION.

9. The period is represented by the shorthand character "K" written thru the line; an interrogation, by x in the *first* position; the paragraph, by x in the *second* position; the exclamation, by x below the line; the dash, by +; the hyphen, by ".

Proper nouns and capitals are indicated by the ditto mark (") placed immediately under the character; a repetition, by =; the parenthesis, by the usual marks with short dashes thru them.

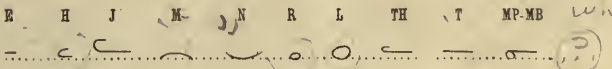
WORD SIGNS.

10. A *word sign* is a character used to represent a given word.

I-the	this
a-an-and	these
is-his	was
as-has	those
us-use	which-wish

Horizontal and Surface Characters.

E H J M N R L TH T MP-MB *wh*



11. The "Mp-Mb" is used only at the beginning of words.

12. The hook forming a part of "J" is large, and that of "Th" is small.

13. Horizontal characters do not touch the line of writing for the second position, as do perpendicular and slanting strokes.

may know they neck tuck make touch












POSITION VOWELS.

but
draw
draw
ā au ō ō ī aw ot

14. These positions are known as the *third* and *fourth* positions, respectively.

15. A character is written thru the line for the *third* position and below the line for the *fourth* position.

jaw		sack		row	
Jack		took		Jew	
cow		joke		thaw	
two		like		high	
knock		hen		maze	
me		sue		Joe	
toy		law		make	
how		rue		joy	
impose		joyous		thou	
new		nick		eh	
tack		tease		nook	
lock		juice		mass	
thick		Texas		lack	
lye		they		thus	
Mrs.		he		raw	
Misses		heal		nay	
imbue		match		hall	
check		touch		mix	
taxes		teach		knows	
James		hill		news	
Jones		loose		choose	

WORD SIGNS.

such

each-change

much

where

there-their

will-well

all

improve-ment

from-form-am

 PHRASING.

16. A phrase as used in shorthand is two or more words joined or expressed for the purpose of facilitating speed.

17. Too much cannot be said in favor of correct and judicious phrasing, which the student should practice persistently from the beginning.

18. Phrase only such words as are easily connected and read.

19. If the first word of a phrase depends upon position for legibility, it determines the position of that phrase, i. e., the first word takes the position it should if written alone.

20. "Is," "His," "As," "Has," "Us," "Use," "Say," "This" and "Was" are the only words represented by "S" that may be phrased out of position.

Ticks.

21. A tick is the shortest stroke that can be made.

"I," "The" Ticks.

22. The character "E" at the beginning and a curved retraced tick at the end of words, express "I" or "The."

Practice.

seek the	<i>✓</i>	he was	<i>..f</i>
lock the	<i>..k</i>	such is the	<i>..th</i> ..
I see the	<i>z</i>	where the	<i>..st</i>
improve the	<i>..v</i>	who will	<i>..w</i> ..
I wish the	<i>..u</i>	as is	<i>..v</i>
is as	<i>..v</i>	all the	<i>..t</i>
this is	<i>..t</i>	is the	<i>..t</i>
is this	<i>..v</i>	his is	<i>..v</i>
use this	<i>..t</i>	improve this	<i>..v</i>

Writing Exercise.

23. He may make the improvements which I wish.
Will they see the lake where I took May?

As this is all there is to see I may as well seek
the lakes.

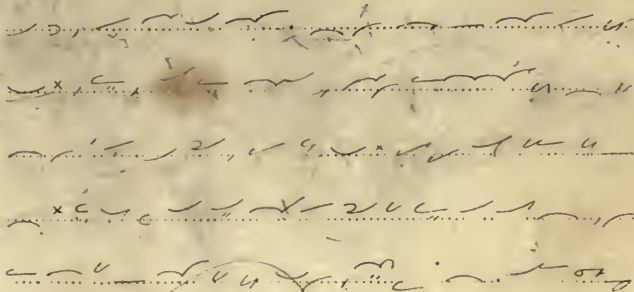
I took the new lace from his sack and will make
the change.

Has Ray the key to this lock?

I know the news was from Hugh.

Reading Exercise.

24.



THIRD LESSON.

Downward Strokes.

A B D F G I O P U V W TW-DW SH Y-LY













25. Use "C" only as an initial.

26. When "Y-Ly" will not make a good joining with the preceding stroke, strike it horizontally to the *right* or *left*.

27. When standing alone "Ch," "Sh," "H" and "Wh" are written as indicated; when connected with other characters, they are written in either direction.

valley ...	she ...	shy ...
batch ...	patch ...	pig ...
fetch ...	week ...	ah ...
beach ...	walk ...	lake ...
gash ...	why ...	view ...
gnash ...	you ...	back ...
pie ...	yes ...	vow ...
pay ...	wash ...	boy ...
we ...	watch ...	wake ...
be ...	oh ...	league ...
day ...	daily ...	do ...

WORD SIGNS.

please		add	
always		defend-ant	
only		advertise	
business		in-any	
on-own		influence-tial	
yet		insure-ance	













best

PHRASING.

"A," "An," "And" Ticks.

28. The character "A" at the beginning, and the character "A" or "E" at the end of words, represent "A," "An" or "And."

Practice.

and always		lay a	
where a		defend a	
was a		and they	
and to the		and add the	
and advertise		will a	
insure a		in a	

29.

FIGURES.

\$94.35 \$9. \$700. \$26,000. £600,000 \$12,000,000

94.35 *9* *7* *26* *6* *12*

Writing Exercise.

30. Will Miss Dow walk from my house to see the couch?

Lilly will bake a cake and she may also make a pie.

Why does she go on the lake now?

Am I to go where Joe is in July?

Please see the boys and they may go as well as you.

Does he own the business he is in now?

Please show me where the defendant will go.

There was no insurance on my house.

Which boy will he defend in this case?

We may see you anywhere you wish in May.

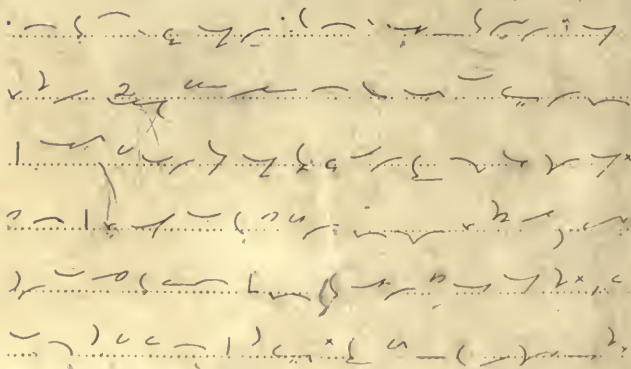
I now own the house which she is in.

May I go on the bay where you see Guy?

He may use his influence and insure the business.

Reading Exercise.

31.



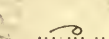

FOURTH LESSON.

"L" and "R."

32. The circles "L" and "R" are written on the inside of curve strokes; on straight strokes they are written in the direction opposite the movement of the hands of a clock. This is called the *circle side*, and the side opposite this is called the *reverse side*.

33. After circle "R" use stroke "L."

34. Use stroke "R" when it is immediately followed by one or more "R" circles, or when written alone.













rear		park		foil	
ray		tire		bale	
choral		gale		ball	
barrel		tear		twill	
quarrel		soar		pour	
rare		tour		pure	
rural		gear		poor	
more		sell		dollar	
call		rail		impel	
pulp		chair		dwelt	
roller		millar		false	
dull		twirl		door	
dare		lower		caller	
cellar		fire		tore	

35. When a circle is used between curve and straight strokes, it is written on the inside of the curve; between straight strokes forming an angle it is written on the outside of the angle; between reverse curves, on the side most convenient for the writer.

36. Close "Q" hook for preceding "R."

require		exercise		tilt	
queerly		girl		turn	
nearly		yours		fairly	
pearl		mourn		gold	
corn		series		hurry	
wars		warn		work	
learn		told		born	
nearness		Mary		serene	
William		carry		solve	
guilt		serious		thoroly	

WORD SIGNS.

time		advantage		hear-here	
it		enjoy		except	
take-taken		are-or-our		accept-ance	
at		other-either		satisfy-ed-tion-tory	

PHRASING.

37. Do not phrase "Either" nor "Other" out of position.

38. After the circles the character "A" is "A," "An" or "And," and the character "E" is "I" or "The."

39. Use circle "L" to express the word "All" in the middle or at the end of words.

40. A large proportion of the words used repeatedly in the English language comprises a few simple words, and the observant student will find it of inestimable help to employ the following principle:

41. Simple words that do not depend upon position for legibility may be written in the *first* position to express "The" or "He," and in the *fourth* position for "You" or "Your" following.

from all the

wire a

were the

wire the

take all the

they are the

you or I

they are a

fear the

hear the

for a

are the

from the

you may hear the

feel the

from your

in all the

will all the

in ours

improve all the

pay all the

sure and

Writing Exercise.

42. You may wire me the money to Dallas at any time.

They are to hear her this week at the fair.

Please see Mr. Morris, as he may use the horse to advantage.

I may pay you a dollar for corn and may also take all the barley from you.

There were no other teachers there who saw me take the carriage and harness from the yard.

She wore her dark red shoes, and will ride the bay horse as far as the road.

It is two miles from here to our farm yard, which we may sell for \$7,000 cash.

Reading Exercise.

43.

Handwritten musical notation on a five-line staff, featuring various note values and rests.

FIFTH LESSON.

Coalescents.

44. The term coalescent as here used implies the blending of two or more consonants; that is, the union of consonants without a vowel sound intervening, as *pr, dr, fr, sm, st, str, skr, spr*, etc.

45. The tick "S" is used at the beginning of words to express the coalescent "S."

46. Shade any stroke except those written upward for coalescent "R."

47. "Y" shaded may be "Ry."

salary		creek		slow	
steak		brick		drew	
streak		celery		sleigh	
tree		gallery		true	
tray		grass		sly	
snow		graze		dry	
snare		broke		score	
fry		spry		scarce	
cry		spy		speak	
pray		spire		surprise	
scare		figure		suppose	
free		sphere		strike	
draw		scratch		stray	

48. The "L" circle at the beginning of "P," "B," "F," "G," "K," and "Mp-Mb" etc., represents coalescent 'L,' and is read as follows:

Pl, bl, fl, gl, kl, mpl-mbl, etc.

flow	..9...	black	9...	glass	p...
glue	..p.....	fly	9...	glaze	..p...
clay	6...	play	..e...	close	6...
blue	..9....	plague	..e...	place	9...
block	..2.....	embellish	..o...	blaze	..2.....
employ	..o.....	bliss	..2.....	plow	..e.....

WORD SIGNS.

if-half	.../...	very	... \...
of-have	.../...	ever-every	... \...
favor-able	.../...	value-able	... \...
over	...o...	give-given
succeed-success-	.../...	gentlemen
ful-ly	.../...	gentleman-gave
revenue-reverend-	...e...	experience	... ^...
ence	...e...	expense	... ^...
christian-ity	... ^...		
glory-fy-d	... p...		

PHRASING.

49. Shade any stroke to add the words "Were," "There," "Their," or "They are."

Practice.

to their		and you	
if you were		have their	
they were there		gave your	
you were		two were there	
have your		from there	
to the		it was there	
if there is		in your	
gentlemen were here		have you	
from your		accept your	
all their		from the	

Phrase Signs.

and-I-the		ought to	
and a-an		have-of I-the	
in the		for I-the	

50. These phrase signs should not be taken out of position.

Writing Exercise.

51. Gentlemen:

We learn from your Mr. Sprague's favor of your failure to carry the insurance taken from us in the fall. If you care to, you may give us a value on your place in Dallas and we may carry this expense for you for a time for a fair revenue.

So far we are very successful in this business and wish to see you do as well.

Please write or wire us your wishes.

Yours truly, J

Dear Sir:

Please call to see us at any time and talk over our revenue on the bill of books sold your house in May. I saw your Mr. Gray this year and he says you and I are to pay all the expenses of the trial, which is only fair to the defendant.

May I see or hear from you at an early day?

Truly yours,

52.

Reading Exercise.

... ..

SIXTH LESSON.

“N,” “M,” “L.”

53. Make any stroke double length to add “N” or “M.”

54. After the first character, make any stroke double length to add “L.”

some		lances		female	
then		cancel		stream	
same		slain		Lincoln	
span		mine		Roman	
mind		telegram		lemon	
than		stone		tolerable	
human		princess		German	
steam		princes		Blanche	
came		frame		plain	
scheme		claim		glance	
reason		flame		quench	
prance		mountain		tunnel	
final		Kansas		sometime	
prison		dances		loan	
manner		family		finance	

55. To distinguish between the syllables *man* and *men* in compound words, use the stroke "N" for the latter.

salesman		horseman		fireman	
salesmen		horsemen		firemen	
workman		Frenchman		saleswoman	
workmen		Frenchmen		saleswomen	

56. At the end of words "A" and "E" may be used interchangeably.

hearsay		payee		mamma	
drawee		mica		manna	

WORD SIGNS.































him		belong-before	
merchandise		object-beyond	
response-ible-ility		think-thank	
original-organize		company-come	
arrange		represent-tive	
ship		shall	
		return	

PHRASING.

"Will," "Well," "In."

57. Lengthen any stroke to add "Will," "Well" or "In."

Practice.

they were in		we will use the	
all will		they are very well	
they will		two were in the	
it will		if there are any	
if in the		time will come	
was in the		we were in	
this will do		truly yours	
if this will		yours sincerely	
all in the		sincerely yours	
if you were well		yours very	
if you were in the		sincerely	
it is my will		very sincerely	
we are very well		yours	
may well say		if you will	
		any will	
		those will do	

Writing Exercise.

58. Dear Sir:

If you will give us terms and prices on our merchandise, which we wish you to ship at once, we will pay you in full sometime this winter. Or, if you can arrange a loan for us, we can pay the bill now.

If you can do this we will see your representative before he goes to London. Otherwise, please cancel our bill.

Yours truly,

Dear Sir:

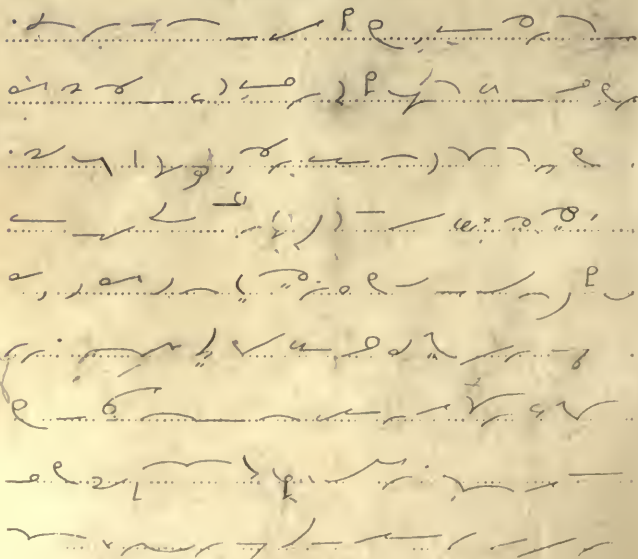
In response to yours of June 7th in reference to terms and prices on sealskins and other merchandise for this season, will say we think we can make them the same as before.

We may also arrange the loan for you, and give you all the time you wish in which to pay same.

Yours truly,

59.

Reading Exercise.



SEVENTH LESSON.

"T," "D," "Ith," "The."

60. Make any stroke half length to add "T," "D," "Ith" or "The."

not	that	what
should	indeed	frighten
need	between	greet
south	west	brother
father	quite	length
white	great	fold
letter	had	sent
stood	freight	bright
month	lot	made
bold	load	feather
tried	mother	system

61. Make any stroke preceding circle "R" half length to express "T," "D," "Ith" or "The" following.

north	ward	cord
word	sword	sort
ford	required	railroad

62. When the halving principle is employed in expressing the present tense of a verb, add the stroke "T" or "D" to form the past tense.

heat		seat		dread	
heated		seated		dreaded	

63. In words of more than one syllable "N" may be omitted preceding final "T" or "D."

payment		resident		moment	
garment		prevent		treatment	
tangent		student		torment	
regiment		ferment		servant	
demand		detriment		fervent	

64. When half length "M" will not make good joining with the preceding stroke, use half length "N."

basement		casement		sentiment	
----------	--	----------	--	-----------	--

65. When "N" or "M" is followed by "T," "D," "Ith" or "The," the halving instead of the lengthening principle is generally used.

bend		land		stand	
find		trend		bound	
sound		saint		lend	
sent		biná		stamped	

66. When necessary to make a distinction between words involving the halving principle, always give "T" the preference; thus,

sent

debt\$.....

send 

death . . .

market price

metal 2

marked price

medal . . . 7 . . .

WORD SIGNS.

hundred

consequent-ence

notwithstanding.....

went

understand *P*

want

understood 7

president

pleasure 7 Ah

principle-pal

glad

[illegible]

PHRASING.

"To," "It," "Would."

67. Make any stroke half length to add "To," "It" or "Would."

67½. "Of the" is omitted before dates, and may be expressed elsewhere by writing words in close proximity.

Practice.

if it is	they would think it ...
if it were	to it
will it	think it is
it would	they would do it
go to the	this would
we would	in it
to think it	well to do it
of it	take it all

Phrase Signs.

do not

to do

Writing Exercise.

68. Dear Sir:

In reply to yours of the 7th, the property you refer to rents for \$75 per month. We think it a very good bargain at that rate. For any further particulars, please call to see us at our place of business on Wall street.

I wish to thank you for the theater tickets you send, which are very acceptable indeed.

We should be glad to hear from you soon.

Very truly yours,

Gentlemen:

This is in response to your letter dated June 2nd, in reference to the change which the State Board recently made in our school system.

The directors were here, and there is no doubt that the criticisms they make are just. I will try to arrange to go thru to New Orleans with them on their way South.

Yours very truly,

Dear Madam:

We sent word to Mr. Ward as you requested in yours of the 8th, and we will send you prompt notice as to what he will do in the matter you refer to.

They would not think it well to buy the land; at least not before you see us. If it were not that we shall have to go to Patterson soon, we should be glad to go to see the property with you.

Very truly yours,

Reading Exercise.

69.

1. *Handwritten text on lined paper, likely a list or notes.*
 2. *Handwritten text on lined paper, likely a list or notes.*
 3. *Handwritten text on lined paper, likely a list or notes.*






















1. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$
 $= -\frac{2}{x^3}$

6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843.



















EIGHTH LESSON.

"F," "V," and "P," "B" Hooks.













70. A small hook at the end on the *circle side* of all strokes is "P" or "B," and a large hook is "F" or "V."

| | | | | | |
|-------|--|----------|--|-------|--|
| pave | ...  ... | keep | ...  ... | drop | ...  ... |
| wave | ...  ... | cave | ...  ... | love | ...  ... |
| type | ...  ... | movement | ...  ... | limp | ...  ... |
| lamp | ...  ... | grape | ...  ... | strap | ...  ... |
| prove | ...  ... | pipe | ...  ... | damp | ...  ... |
| trip | ...  ... | modify | ...  ... | map | ...  ... |
| defy | ...  ... | five | ...  ... | save | ...  ... |









71. These hooks also represent *pl*, *bl*, *fl* and *vl*.

| | | | | | |
|----------|---|------------|---|-----------|---|
| noble | ...  ... | wonderful | ...  ... | beautiful | ...  ... |
| double | ...  ... | trouble | ...  ... | doubtful | ...  ... |
| triple | ...  ... | travel | ...  ... | merciful | ...  ... |
| naval | ...  ... | sample | ...  ... | novel | ...  ... |
| grateful | ...  ... | pliable | ...  ... | mindful | ...  ... |
| tactful | ...  ... | seasonable | ...  ... | dutiful | ...  ... |

72. When a hook is followed by "T," "D," "Ith" or "The," make the stroke which precedes the hook half length.

| | | | | | |
|--------|---|---------|---|----------|---|
| moved | ...  | lived | ...  | laughed | ...  |
| left | ...  | draft | ...  | dropped | ...  |
| kept | ...  | looped | ...  | labeled | ...  |
| mapped | ...  | stopped | ...  | troubled | ...  |

WORD SIGNS.













| | | | |
|----------------------|---|----------------|---|
| difficult-y | ...  | important-ance | ...  |
| public-publish-ation | ..  | Jesus Christ | ...  |
| depart-ment | ...  | self-ish | ...  |
| courage | ...  | present | ...  |

PHRASING.

72. "If," "Have," "Ever," "Of," and "Favor", are represented by the "F," "V" hook.

74. "Be," "Hope" and "Been" are expressed by the "P," "B" hook.

Practice.

| | | | |
|--------------------|---|---------------|---|
| to have a | ...  | if you have | ...  |
| we will be in | ...  | they hope to | ...  |
| we would have been | ...  | it will be | ...  |
| wherever this | ...  | have been | ...  |
| in any of his | ...  | whatsoever is | ...  |
| we hope to be | ...  | if ever | ...  |

Writing Exercise.

75. Gentlemen:

Please return promptly the insurance papers and deed of trust properly signed, which we send you herewith. We would also request that you have the contract duly signed in duplicate before a Notary Public, and return a copy to us.

Please quote us your lowest price and best terms on your real estate south of here. We have a beautiful tract of land well improved, which we should be glad to put in on an exchange with you for your property.

Respectfully yours,

Dear Friend:

We understand that Mr. Smith, a scholarly citizen of your town and a personal friend of yours, is to write a history of modern Rome. We wish to secure his manuscript, and we should thank you to use your influence in our behalf.

We have for publication Mr. Smith's recent novel, which we think very impressive and it will prove to be a popular seller.

Yours respectfully,

Dear Sir:

On Saturday last we wrote you fully and sent you two copies of the papers in the case of the Citizens' Telephone Company versus your company. You doubtless have received these papers before this.

Our attorney will call to see you before your departure, and we hope that together you may be successful in the arrangement of this matter.

Yours very respectfully,

Reading Exercise.

76.

6 7 9 2 7 4 1 2 3 4 5 6 7 8 9 10 11 12
 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48
 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66
 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84
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 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190
 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208
 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226
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 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748
 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766
 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784
 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802
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 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964
 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982
 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

NINTH LESSON.

"G," "J" Hook.

77. A small hook at the end on the *reverse side* of all strokes is "G" or "J."

78. Close this hook for "R."

79. The "G," "J" hook is also *gl* or *jl*.

| | | |
|----------------|-----------------|-------------------|
| struggle | straggle | Los Angeles |
| gouge ...j... | vague ...λ..... | sugar |
| stingy | gauge ...J..... | vinegar |
| wagon | vegetable | cigars |
| strange | trudge | manager |
| strong | trigger | danger |
| stranger | stronger | stagger |

PHRASING.

"Give," "Gave," "Given."

80. The "G," "J" hook is "Give," "Gave" or "Given."

Practice.

| | |
|--------------------------|----------------------------|
| gentlemen gave .. J .. | was given |
| to give you | they gave you their |
| they will give you | time given |
| it would give you | value given |

Vocalization.

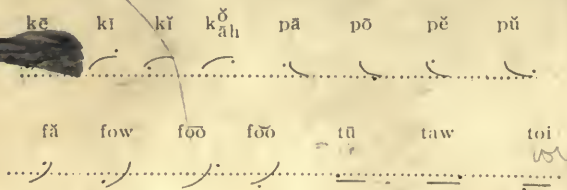
81. A dot placed at the beginning and *before* (to the left of upright characters and above the horizontals); at the end and *before*; at the beginning and *after* (to the right and below) and at the end and *after* a character written in the *first* position, indicates the position vowels *ē, ī, ĭ, ō*, respectively, as in *my, sit, sea, calm, not*.



















82. A dot placed likewise in the *second* position, indicates *ā, ō, ĕ, ŭ*, respectively, as in *may, no, peck, nut*.

83. A dot placed likewise in the *third* position, indicates *ǎ, ɔw, ȯȯ, ȯȯ*, respectively, as in *lack, bough, loose, book*.

84. A dot placed likewise in the *fourth* position, indicates *ū, aw, oi*, respectively, as in *few, low, boy*.

85. The dot at the beginning and *before* the stroke is designated as the *first place* dot; at the end and *before*, *second place* dot; at the beginning and *after*, the *third place* dot; at the end and *after*, the *fourth place* dot.



| | | |
|---|--|--|
| noise  | meek  | new  |
| knock  | make  | book  |
| cause  | back  | two  |
| deck  | few  | duck  |
| forgive  | forget  | know  |
| forgave  | forgot  | foe  |

86. Tho these dots are seldom used, the student should learn them thoroly.

87. Write and vocalize the following words for correction.

| | | | |
|--------|-------|-------|---------|
| joy | seek | so | Smith |
| tick | gauge | row | Smythe |
| like | push | view | Schmidt |
| dock | view | new | Schmit |
| laws | walk | lieu | Peters |
| pie | look | how | Potters |
| lie | make | book | Brazier |
| gay | jay | toy | Brozier |
| tie | do | boy | Jones |
| league | bough | we | Jaynes |
| leg | lay | shock | June |

WORD SIGNS.

| | | | |
|-----------------|-------------|-------------|------------|
| dictate-tion | .. 4 | thing | |
| differ-ent-ence | ... 5 ... | author | |
| question | .. 6 | thousand | |
| quality-qualify | ... 7 ... | custom-ary | |
| circumstance | .. 8 | because | |
| out | ... 9 ... | world | ... 0 ... |
| without | .. 10 | enclose-ure | ... 11 ... |

88. A tick intersecting a character indicates an abbreviation or contraction.

| | | | | | |
|-----------|------------|---------------|------------|-----------|------------|
| Tennessee | ... 12 ... | Delaware | ... 13 ... | Iowa | ... 14 ... |
| don't | ... 15 ... | West Virginia | ... 16 ... | New York | ... 17 ... |
| we're | ... 18 ... | Wisconsin | ... 19 ... | Virginia | ... 20 ... |
| P. M. | ... 21 ... | Missouri | ... 22 ... | Louisiana | ... 23 ... |

Writing Exercise.

89. My dear Sir:

The lakes are not navigable at this season of the year, but as soon as we can do so we will send your goods as per your request, C. O. D. by steamer to Detroit.

We think your idea quite sensible and right and we'll try to do as you prefer in the matter. However, there is no doubt in our minds as to how it will come out.

May we see or hear from you at an early date?

Sincerely yours,

Dear Madam:

We are in receipt of your manuscript, which we will refer to our literary critic on his return from New York.

We have written several other publishers relative to your work and we may hear from them in a day or two.

Very respectfully yours,

Dear Friend:

Will it be profitable for you to stop and see me on your way to Nevada? Permit me to suggest that you give out at least a thousand circulars in your territory in the interest of your plan.

It would give me great pleasure to know of your success on the stage, and trust I may hear from you favorably.














































Sincerely your friend,

TENTH LESSON.

Prefixes and Suffixes.

91. The terms *prefix* and *suffix*, as here used, indicate a sign or part of a syllable which represents that syllable.

92. The word signs for *or*, *form*, *in*, *out*, *over*, *add*, and *self* may be used to represent those syllables.

| | | | | | |
|-------------|---|------------|---|---------------|---|
| OR-RE | ...  ... | former | ...  ... | unlike | ...  ... |
| oratory | ...  ... | deform | ...  ... | OUT | ...  ... |
| order | ...  ... | formal | ...  ... | outward | ...  ... |
| ordeal | ...  ... | formidable | ...  ... | outfit | ...  ... |
| ornaments | ...  ... | IN-UN | ...  ... | outside | ...  ... |
| removal | ...  ... | inform | ...  ... | SELF | ...  ... |
| regent | ...  ... | interval | ...  ... | self-made | ...  ... |
| regret | ...  ... | inquire | ...  ... | self-interest | ...  ... |
| regard | ...  ... | inveigle | ...  ... | self-willed | ...  ... |
| orphan | ...  ... | intercede | ...  ... | OVER | ...  ... |
| resourceful | ...  ... | unusual | ...  ... | overcharge | ...  ... |
| reputed | ...  ... | undertake | ...  ... | overdue | ...  ... |
| FORM | ...  ... | introduce | ...  ... | overrule | ...  ... |
| reform | ...  ... | unruly | ...  ... | ADD | ...  ... |
| formulate | ...  ... | unless | ...  ... | admit | ...  ... |

| | | | | | |
|------------|---|------------|---|------------|---|
| admired | 6 | desirous | e | protection | ✓ |
| administer | h | display | e | production | h |
| adhere | 6 | despair | h | revision | h |
| adverse | 6 | dismay | h | position | h |
| adventure | h | desirable | g | possession | h |
| EX | o | decided | 1 | TY-DY | 1 |
| expire | 6 | distance | h | Monday | h |
| excel | h | dismiss | h | lady | h |
| examine | h | SHUN- | | commod- | h |
| | | SHUL | | ity | h |
| excavate | h | formation | h | Friday | h |
| example | h | migration | e | Sunday | h |
| exclude | h | facial | h | majority | h |
| exclusive | h | motions | h | SELF- | h |
| | | | | SY-ZY | h |
| excellent | h | motioned | h | myself | h |
| EXTRA | o | attention | h | lazy | h |
| extra- | | | | | |
| ordinary | h | decision | h | yourself | h |
| extrava- | h | financial | h | presidency | h |
| gant | | expecta- | | | |
| extricate | h | tions | h | heresy | h |
| | | impassion- | | | |
| extract | h | ate | h | himself | h |
| DIS-DES | 1 | station | h | ourselves | h |
| disappoint | h | stationed | h | themselves | h |

| | | | | | |
|--------------------|---|---------------------|---|---------------------|---|
| fallacy | g | meetings | 7 | CON-COM
COG-COUN | 7 |
| policy | P | moving | o | conform | h |
| IM | — | something | — | commence | — |
| immense | — | seem-
ingly | — | counter | o |
| immortal | — | out-
standing | — | counter-
mand | — |
| immune | — | INGING | s | counter-
act | — |
| immaterial | — | singing | — | contract | — |
| immature | — | ringing | — | recognize | — |
| imitation | — | bringing | — | miscon-
struct | — |
| immodest | — | stinging | — | conspiracy | — |
| SHIP | — | flinging | — | conforma-
tion | — |
| relation-
ship | — | swinging | — | confirma-
tion | — |
| member-
ship | — | MIS | — | commis-
sion | — |
| worship | — | mistake | — | commis-
sioned | — |
| partner-
ship | — | misunder-
stand | — | congress-
man | — |
| leader-
ship | — | misinform | — | counter-
feit | — |
| compan-
ionship | — | misused | — | MAGNI
A-E | — |
| friendship | — | CIRCUM | — | MAGNIF | — |
| ING | — | circum- | — | magnify | — |
| THING | — | ference | — | magnifi-
cent | — |
| willing | — | circumlo-
cation | — | magni-
tude | — |
| anything | — | circum-
vent | — | magnani-
mous | — |

| | | | | | |
|--------------|-----------|-----------------|----------|----------------|-----------|
| magnet-ism | <i>7</i> | submissive | <i>W</i> | FICATION | <i>1</i> |
| Magna Charta | <i>as</i> | TRANS | <i>—</i> | notifica-tion | <i>1</i> |
| SUB | <i>1</i> | transmit | <i>—</i> | modifica-tion | <i>1</i> |
| submis-sion | <i>6</i> | transitive | <i>—</i> | ratifica-tion | <i>af</i> |
| subject | <i>1</i> | transfor-mation | <i>—</i> | petrifica-tion | <i>1</i> |
| subtract | <i>1</i> | transfer | <i>1</i> | significa-tion | <i>1</i> |
| substi-tute | <i>1</i> | transac-tion | <i>1</i> | purifica-tion | <i>1</i> |
| substan-tial | <i>1</i> | transgress | <i>1</i> | justifica-tion | <i>1</i> |
| subpoena | <i>1</i> | transport | <i>1</i> | fortifica-tion | <i>1</i> |

93. Disjoin "L" stroke at the end of words to express the syllable "lity," etc.; "R," for "rity," etc., and "S" stroke for "ness" or "lessness," only when necessary to facilitate joining.

| | | | | | |
|------------------|----------|-----------------|----------|---------------|----------|
| useless-ness | <i>1</i> | worthless-ness | <i>1</i> | popularity | <i>1</i> |
| careless-ness | <i>1</i> | general-ity | <i>1</i> | goodness | <i>1</i> |
| fullness | <i>1</i> | willful-ness | <i>1</i> | willing-ness | <i>1</i> |
| national-ity | <i>1</i> | respecta-bility | <i>1</i> | rudeness | <i>1</i> |
| inferior-ity | <i>1</i> | fearless-ness | <i>1</i> | variety | <i>1</i> |
| familiar-ity | <i>1</i> | kindness | <i>1</i> | sobriety | <i>1</i> |
| thought-lessness | <i>1</i> | minority | <i>1</i> | looseness | <i>1</i> |
| rational-ity | <i>1</i> | usefulness | <i>1</i> | truthful-ness | <i>1</i> |

94. After the circles and the hooks, use the "Ch" or "Sh" character to express "Shun" or "Shul."

| | | | | | |
|-----------------|----------|-----------|----------|--------------------|----------|
| deviation | lu.... | variation | ..ve.. | portion | le.. |
| devotion | lu... | derision | ...le... | importa-
tion | ...sh... |
| narration | we... | palatial | ..ve.. | partial | ...le... |
| commer-
cial | ...on... | impartial | ...se... | strangula-
tion | ...sh... |

PHRASING.

95. The termination "Ing" may be indicated by writing the following word in close proximity.

Practice.

| | | | |
|----------------|----------|---------------|----------|
| doing a | (, | making the | ...sh... |
| going to the | ...l... | trying to do | ...sh... |
| some things | ...sh... | in having the | ...sh... |
| working the | ...sh... | it being the | ...sh... |
| willing to | ...sh... | finding your | ...sh... |
| seeing a | ...sh... | taking his | ...sh... |
| caring for the | ...sh... | unwilling to | ...sh... |
| drawing his | ...sh... | taking our | ...sh... |
| going on | ...sh... | leaving the | ...sh... |
| this being the | ...sh... | doing your | ...sh... |

Writing Exercise.

96. My dear Sir:

As members of the Immigration Commission it is our duty to give positive instructions and see to it that all undesirable foreigners be excluded, regardless of their nationality.

We do not think our laws on such matters are over stringent, and we must insist that they be given careful attention.

Most respectfully yours,

Their relationship was of a purely social nature, and we are confident that they are in friendly communication with each other.

Our indebtedness far exceeds our outstanding bills, and we fully realize the importance of disposing of this transaction to the satisfaction of all concerned.

Gentlemen:

We expect to have a revival of interest in our line the coming spring and our financial conditions will then be on a solid foundation. We have a fine line of domestic imitations, which will serve as a substitute for the more expensive importations.

Soliciting your patronage, we beg to remain,

Yours very truly,











































ELEVENTH LESSON.

"E," "I" and "A," "O," "U" Hooks.

98. A large hook at the beginning on the *circle side* of curves and on the *reverse side* of straight strokes is "E" or "I"; a small hook is "A," "O" or "U."

99. The hook is always read first and the stroke to which it is attached is read next.

100. Write "S" down when preceded by these hooks at the beginning of words.

| | | | | | |
|----------------|---|---------------|---|-------------|---|
| icicle |  | endeavor |  | annual |  |
| assortment |  | often |  | annum |  |
| estimate |  | etiquette |  | illusion |  |
| allotment |  | ideal |  | unique |  |
| ignoble |  | eternal |  | evasion |  |
| attitude |  | unity |  | apt |  |
| aside |  | illustrations |  | aspirations |  |
| eaten |  | ivory |  | evasive |  |
| uniform |  | illness |  | ignite |  |
| age |  | one |  | automobile |  |
| usage |  | accommodate |  | assumption |  |
| identification |  | ascertain |  | reassured |  |
| ago |  | omission |  | another |  |
| afraid |  | according |  | accounting |  |

101. The character "E" at the beginning before circle "R" and coalescent "L," also represents "I"; a small hook, "A," "O" or "U."

| | | | | | |
|-------------|--|----------|--|-----------|--|
| irritation | | evil | | open | |
| irrational | | irony | | art | |
| acclamation | | urge | | eradicate | |
| Europe | | earn | | irksome | |
| iron | | eruption | | arouse | |
| afloat | | urgent | | eagle | |
| erasure | | erection | | evade | |
| eraser | | arise | | irritate | |

102. A large hook at the end on the reverse side of all strokes is "O" or "U."

| | | | | | |
|--------|--|---------|--|---------|--|
| halo | | memento | | El Paso | |
| minnow | | calico | | motto | |
| venu | | altho | | veto | |

103. A hook written thru a character after the circles is "O" or "U."

| | | | | | |
|--------|--|--------|--|--------|--|
| below | | Cairo | | tallow | |
| pillow | | Peru | | hero | |
| sallow | | sorrow | | borrow | |

104. Make the hook forming a part of "Q" very small to express "A" or "E" preceding.

| | | | | | |
|-----------|-------|-------------|-------|-----------|-------|
| equivocal | | acquisition | | acquittal | |
| equality | | equipment | | equator | |

105. When "J" is preceded by a vowel, use the "G" instead of the "J" stroke.

| | | | | | |
|---------|-------|---------|-------|-----------|-------|
| adjudge | | adjourn | | adjective | |
| adjust | | eject | | ajar | |

106. The character "H" may be omitted by using the vowel hook following it.

| | | | | | |
|------|-------|-------|-------|----------|-------|
| held | | hope | | handsome | |
| help | | happy | | happen | |
| home | | hand | | handle | |

PHRASING.

107. In phrasing, the "U" hook at the beginning of words represents "You" the "I" hook, "I."

| | | | |
|-------------|-------|---------------|-------|
| you will be | | you may be | |
| I will be | | I have been | |
| I am | | you have been | |

TWELFTH LESSON.

The Abbreviating Principle.

110. The careful student may safely drop the final syllable or syllables of many long words and thereby greatly abbreviate the outlines and facilitate speed, without decreasing the reading power of the writing.

If the stenographer is familiar with the terms used, he may apply this principle to great advantage in any line of work in which he may be engaged. For example, in the sentence "He seemed quite indpn. (independent)" the abbreviation is sufficient. "His indpn. (independence) was noticeable." "The speech made by Mr. Jones was extmp. (extemporaneous)." "He spoke extmp. (extemporaneously)." "Is Dr. Martin's cred. (credit) good?"

After stenographers become familiar with terms and phrases peculiar to their line of work, they often abbreviate whole sentences by the use of this method.

The student should practice the following abbreviations until he can write and read them readily.

A

absorb-tion

absolute-ly

administrator

administratrix

administration

advancement

agriculture-al

application

archbishop

arithmetic

astonish-ment

B

behind

beheld

behold

C

certain

characteristic

calculate

constitute

constituent

corporation

correspond-ent

contradict

conversation

D

delinquent-cy

delight

discriminate-tion

distribute-tion

during

E

England

engage-ment

enlarge

enormous

evangelist-ic-cal

even-evening

evident

explain

elsewhere

...*cl*...

investment

...*5*...

G

general

...*b*...

investigate

...*5*...

govern-ment

...*l*...

L

grand-ground

...*l*...

legislate-ure

...*l*...

lengthen

...*l*...

H

headquarters

...*h*...

M

manufacture

...*m*...

I

immediate-ly

...*i*...

memorandum

...*m*...

possible

...*i*...

neglect

...*n*...

impossible

...*i*...

negotiable-ility

...*n*...

inconsistent

...*i*...

newspaper

...*n*...

inconsistency

...*i*...

obligatory

...*o*...

indignant-ly-tion

...*i*...

opinion

...*o*...

indispensable

...*i*...

P

infringe-ment

...*i*...

perpendicular

...*p*...

inscribe-d-tion

...*i*...

plaintiff

...*p*...

inscriptive

...*i*...

perfect

...*p*...

inspec-tion

...*i*...

R

insignificant

...*i*...

regular-arity

...*r*...

intemperate-ance

...*i*...

remember

...*r*...

S
subordinate *f*.....
signify *z*.....
superintend-ent *z*.....

T
testify *z*.....
therefrom *z*.....
testimony *z*.....

Y
yesterday *z*.....

WORD SIGNS.

acknowledge-ment *z*.....
information *z*.....
observe-ation *z*.....
against *z*.....
enough *z*.....
able-ability *z*.....

ignorant *z*.....
when *z*.....
while-awhile *z*.....
extreme-ly *z*.....
oblige *z*.....
advice-advise *z*.....

Special Phrasing.

111. Words that are repeated may be written close together or joined and the connecting word or words omitted, as in the following illustrations:

| | | | |
|-------------------|-----------|-----------------------|-----------|
| from time to time | | from month to month | |
| time after time | | month after month | |
| from day to day | ((..... | from month to month | |
| day by day | ((..... | from week to week | |
| day after day | ..((..... | week after week | |
| from year to year | ..b..... | from summer to summer | |
| year after year | ...b..... | from hour to hour | ...oo... |
| year by year | ...b..... | from place to place | ...e,e... |

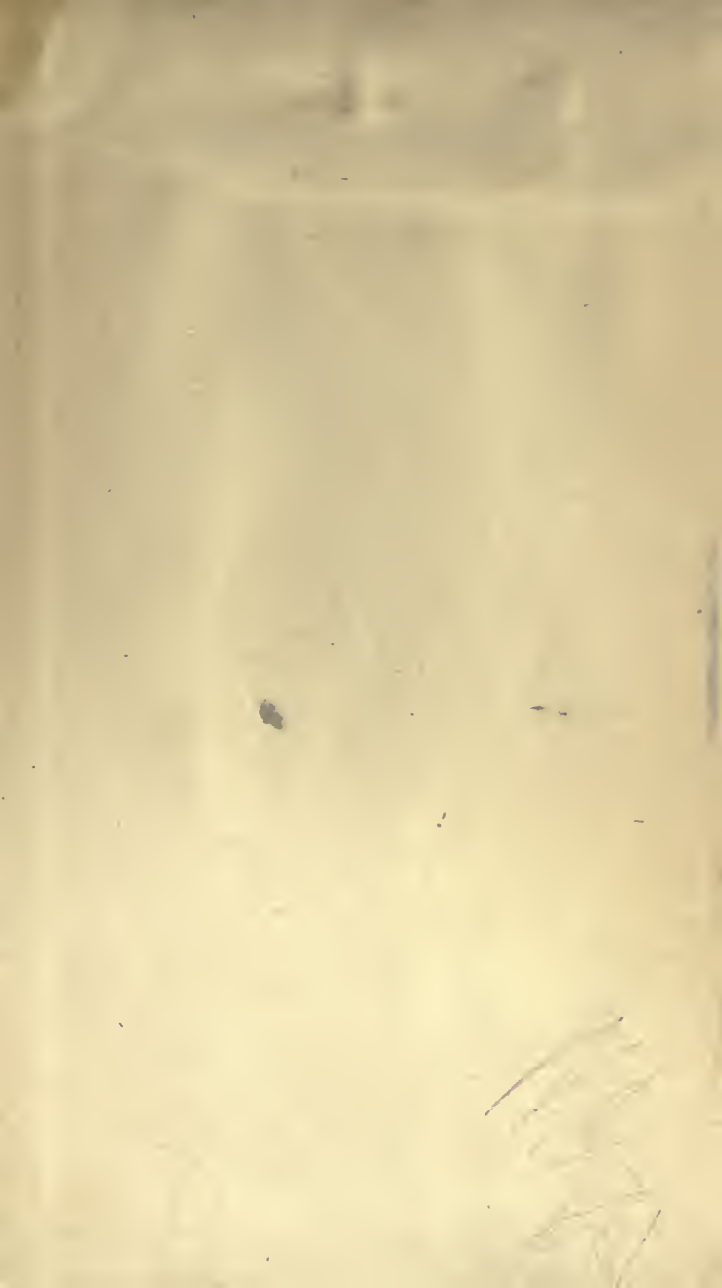
Complete List of Word Signs.

| | | | |
|------------------|-----------|-----------------|-----------|
| a-an-and | x | circumstance | .h.... |
| able-ability |) | company-come | .f.... x |
| accept-ance | .a.... x | consequent-ence | .f.... |
| acknowledge-ment | .f.... | courage | ..f.... |
| add | .c.... x | custom-ary | .h.... |
| advice-advise | .f.... | defend-ant | ..c.... x |
| advantage | .f.... x | depart-ment | ..f.... |
| advertise | .f.... x | dictate-tion | ..v.... |
| against | .f.... | difficult-y | ..c.... |
| all | .f.... x | differ-ent-ence | ..f.... |
| always | ..v.... x | each-change | ..v.... x |
| are-or-our | ..a.... x | experience | ..f.... x |
| arrange | .f.... x | every-ever | ..v.... |
| at | ..f.... x | enclose-ure | ..f.... |
| as-has | ..f.... x | enjoy | ..c.... |
| author | ..f.... | extreme-ly | ..f.... |
| belong-before | ..f.... x | expense | ..f.... |
| business | ..f.... x | except | ..c.... |
| because | ..f.... | favor-able | ..f.... x |
| christian-ity | ..f.... | from-form-am | ..f.... x |

| | | | |
|----------------|----------|----------------------|----------|
| gentlemen | ..l..... | merchandise | ..s..... |
| gentleman-gave | ..j..... | notwithstanding | ..7..... |
| give-given | ..l..... | oblige | ..d..... |
| glad | ..l..... | object-beyond | ..>..... |
| glory-fy-d | ..P..... | observe-ation | ..>..... |
| him | ..h..... | of-have | ..l..... |
| hear-here | ..o..... | on-own | ..v..... |
| hundred | ..e..... | only | ..w..... |
| I-the | ..i..... | original-organize | ..P..... |
| if-half | ..l..... | other-either | ..o..... |
| information | ..l..... | out | ..>..... |
| ignorant | ..l..... | over | ..b..... |
| improve-ment | ..m..... | president | ..s..... |
| important-ance | ..m..... | please | ..>..... |
| in-any | ..m..... | pleasure | ..o..... |
| influence-tial | ..m..... | present | ..l..... |
| insure-ance | ..f..... | principal-le | ..l..... |
| is-his | ..l..... | public-publish-ation | ..l..... |
| it | ..i..... | question | ..l..... |
| Jesus Christ | ..J..... | quality-qualify | ..l..... |
| much | ..m..... | represent-tive | ..e..... |

| | | | |
|---------------------------|----------|--------------|----------|
| return | ✓..... x | value-able | ✓..... x |
| response-ible-ility | ✓..... x | very | ✓..... x |
| revenue-reverend-
ance | 9..... x | was | ✓..... x |
| satisfy-ed-tion-
tory | ✓..... x | went | ✓..... x |
| self-ish | ✓..... x | want | ✓..... x |
| ship | ✓..... x | where | ✓..... x |
| shall | ✓..... x | which-wish | ✓..... x |
| such | ✓..... x | when | ✓..... x |
| succed-success-
fully | ✓..... x | while-awhile | ✓..... x |
| take-taken | ✓..... x | without | ✓..... x |
| these | ✓..... x | will-well | ✓..... x |
| their-there | ✓..... x | world | ✓..... x |
| thing | ✓..... x | yet | ✓..... x |
| this | ✓..... x | | |
| think-thank | ✓..... x | | |
| those | ✓..... x | | |
| thousand | ✓..... x | | |
| time | ✓..... x | | |
| understand | ✓..... x | | |
| understood | ✓..... x | | |
| us-use | ✓..... x | | |





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